

Washington State National Incident Management System (NIMS) Progress Report Supplemental Guidance for Hospitals and Healthcare Systems

The Washington State Inter Agency Coordination Group (SICG) has developed this online progress report to track NIMS compliance activities for all Tribes, Organizations, Agencies and Departments within Washington State that need to comply to NIMS standards to continue to receive federal preparedness funding. Using a single source report for NIMS compliance activities will eliminate the need for duplicate reporting across the state. Reports submitted will be provided to the Washington State Regional Homeland Security Coordination Districts as well as to the various state agencies that provide federal pass through funding, such as the Washington State Department of Health.

The NIMS Integrations Center (NIC) in collaboration with the Department of Health and Human Services (HHS) recently released the *NIMS Implementation Activities for Hospitals and Healthcare Systems*. These guidelines differ from the NIMS Compliance requirements for other entities; the online report form was developed based on the *NIMS Integration Matrix for Tribal and Local Jurisdictions*. A cross-walk of the two documents is provided below.

Use the chart below as a guide to completing the online progress report for your organization. You are only required to report on NIMS compliance activities for the questions in column 2; however, you will need to select the N/A option on each of the other questions to be able to finalize your report.

(If you are already working on any of the other activities, and would like to report your progress, there is nothing stopping you from doing so. Answering all questions will provide a better overall picture of NIMS activities within the state.)

If you have any questions about the report form, or the reporting process, contact Lori Van De Wege via email at lori.vandewege@doh.wa.gov.

Implementation Activities for Hospitals and Healthcare Systems	Corresponding NIMS Implementation Requirement from online report form	Comments
<u>Element 1:</u> Adopt the National Incident Management System (NIMS) at the organizational level for all appropriate departments and business units, as well as promote and	<u>Question 1:</u> Has an executive order, directive, policy, proclamation, resolution or legislation been established officially adopting the National Incident Management System	

encourage NIMS adoption by associations, utilities, partners and suppliers.	(NIMS) and directing your Tribe, Organization, Agency or Department to use NIMS as its official hazards, incident response system?	
Element 2: Manage all emergency incidents, exercises and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include consistent application of Incident Action Planning and Common Communications Plans.	Question 5: Does your Tribe, Organization, Agency or Department use NIMS-prescribed Incident Command System (ICS) during all-hazard incident response?	
Element 3: Coordinates and supports emergency incident and event management through the development and use of integrated multi agency coordinating systems (MACs).	Question 10: Are Multi-Agency Coordination Systems (MACS) being utilized by your Tribe, Organization, Agency or Department for preplanned, recurring/special events, incident-specific hazards, not notice events and/or specific events?	This is a Tier 2 requirement. According to the NIMS compliance guidelines this does not have to be accomplished until 2008.
Element 4: Implements processes and/or plans to communicate timely accurate information through a Joint Information System (JIS) and Joint Information Center (JIC).	Question 11: Does your Tribe, Organization, Agency or Department's preparedness and emergency plan have provisions for use of a NIMS-prescribed Public Information System (PIS) including the establishment of a Joint Information System (JIS) or a Joint Information Center (JIC)?	This is a Tier 2 requirement. According to the NIMS compliance guidelines this does not have to be accomplished until 2008.
Element 5: Hospitals and healthcare systems will track NIMS implementation annually as part of the organization's emergency management program.		Use of the online, Washington State National Incident Management System (NIMS) Progress Report will satisfy this requirement for funding purposes. Online reports must be completed by

		April 30 th and September 30 th , 2007.
Element 6: Develop and implement a system to coordinate appropriate hospital preparedness funding to employ NIMS across the organization.	Question 16: Is your Tribe, Organization, Agency or Department using other (non-DHS) Federal Preparedness Funding to coordinate preparedness and response activities?	This is a Tier 2 requirement. According to the NIMS compliance guidelines this does not have to be accomplished until 2008.
Element 7: Revise and update plans [i.e. Emergency Operations Plan (EOPs)] and standard operating procedures (SOPs) to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.	Question 17: Has your Tribe, Organization, Agency or Department updated its plans, checklists and standard operating procedures to make them consistent, where necessary, with the National Incident Management System and the National Response Plan (NRP)?	
Element 8: Participate in and promote interagency mutual-aid agreements, to include agreements with public and private sector and/or nongovernmental organizations.	Question 18: Is your Tribe, Organization, Agency or Department promoting the use of interagency and interstate Mutual Aid?	
Element 9: Complete IS-700: NIMS: An Introduction	Question 19a – 19e: Indicate the number of personnel within your Tribe, Organization, Agency or Department that you have determined are required and have completed IS-700 NIMS: An Introduction.	
Element 10: Complete IS-800.A: NRP: An Introduction	Question 20a – 20c: Indicate the number of personnel within your Tribe, Organization, Agency or Department that you have determined are required and have completed IS-800.A: NRP: An Introduction.	
Element 11:	Question 21a – 21e:	FEMA has recently released IS-100.HC

Complete ICS 100 and ICS 200 Training or equivalent courses.	Indicate the number of personnel within your Tribe, Organization, Agency or Department that you have determined are required and have completed IS-100.HC: Introduction to the Incident Command System for Healthcare / Hospitals <u>Question 22a – 22e:</u> Indicate the number of personnel within your Tribe, Organization, Agency or Department that you have determined are required and have completed IS-200.HC: Applying ICS to Healthcare Organizations.	and IS-200.HC which will satisfy the training requirement for IS 100 and IS 200 respectively.
<u>Element 12:</u> Incorporate NIMS/ICS into internal and external local, regional, and state emergency management training and exercises.	<u>Question 25:</u> Has your Tribe, Organization, Agency or Department incorporated NIMS into your exercises?	
<u>Element 13:</u> Participate in an all-Hazard exercise program based on NIMS that involves responders from multiple disciplines, multiple agencies and organizations.	<u>Question 27:</u> Does your Tribe, Organization, Agency or Department participate in multiple discipline and multiple jurisdictional exercises?	
<u>Element 14:</u> Hospitals and healthcare systems will incorporate corrective actions into preparedness and response plans and procedures.	<u>Question 28:</u> Have corrective actions such as lessons learned, been incorporated into you Tribe, Organization, Agency or Department's preparedness and response plans and procedures?	
<u>Element 15:</u> Maintain an inventory of organizational response assets.	<u>Question 29:</u> Has your Tribe, Organization, Agency or Department inventoried its response resources?	
<u>Element 16:</u>	<u>Question 31:</u>	

<p>To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs.</p>	<p>If your Tribe, Organization, Agency, or Department uses federal preparedness funds for the purchase of equipment, are you ensuring that equipment, communication, and data interoperability are achieved in accordance with national standards and guidance? Refer to the Standardized Equipment List (SEL) and the Approved Equipment List (AEL) at the Responder Knowledge Base (NOTE: If you do not have a login and password for this site, sign in as a Guest)</p>	
<p><u>Element 17:</u> Apply standard and consistent terminology, including the establishment of plain English communication standards across the public safety sector.</p>	<p><u>Question 34:</u> Does your Tribe, Organization, Agency or Department implement standardized terminology and plain language for all multi-jurisdictional and/or multi-agency response activities?</p>	<p>This is a Tier 2 requirement. According to the NIMS compliance guidelines this does not have to be accomplished until 2008.</p>